

## **Outreach Coordinator**

The Mid-Atlantic Regional Council on the Ocean (MARCO) seeks a full-time Outreach Coordinator. The Outreach Coordinator will advance MARCO's communications strategy, including but not limited to developing print materials and new media products, and managing MARCO's web presence including its social media and blogs. The successful candidate will exhibit strong communication, creative thinking, and organizational skills required to support MARCO and enable it to deliver communications products of value to the five-member Mid-Atlantic States – New York, New Jersey, Delaware, Maryland, and Virginia.

This is a 2-year fully remote, contractual position, with the potential for renewal depending upon funding. Applications are due by December 23, 2022.

### **Background**

MARCO is a regional ocean partnership working on shared issues that benefit from interstate collaboration and coordinated problem-solving. Established in 2009 by the Governors of New York, New Jersey, Delaware, Maryland, and Virginia, MARCO has identified four regional priorities for shared action to improve ocean health and contribute to the high quality of life and economic vitality of our region: coordinate the protection of important marine habitats, including sensitive and unique offshore areas; collaborate on a regional approach to support the sustainable development of renewable energy in offshore areas; prepare Mid-Atlantic communities for the impacts of climate change on coastal and ocean resources, and promote improvements in ocean water quality.

### **Qualifications**

MARCO's commitment to diversity, equity, inclusion, justice, and accessibility includes the recognition that our work is best advanced by the contributions of people of diverse backgrounds, beliefs, and cultures. Recruiting and mentoring team members to create an inclusive organization is a priority. MARCO encourages applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status, or other status protected by law.

The following education and/or experience expectations are estimates based on previous hires in similar roles. However, MARCO encourages anyone with interest to apply.

- At least five years experience in a related role/field, with an emphasis on outreach and communications; OR
- Bachelor's degree in a related field and at least two years experience in an outreach or communications-focused role

### **Primary Purpose, Duties, and Responsibilities**

The Outreach Coordinator will play an integral role in working with the MARCO Management Board and staff in the development of communications products that advance address regional challenges facing the ocean, and engage diverse ocean stakeholders and decision-makers in meaningful participation in

MARCO's initiatives. The Outreach Coordinator will report to MARCO's Director. The Outreach Coordinator will:

- Lead the development of external communication including blogs, newsletters, social media engagement, graphics products, and other activities as requested.
- Assist in planning and executing engagement activities for MARCO committees and work groups focused on regional ocean planning, ocean acidification, marine debris, ocean conservation, and more.
- Participate in MARCO Management Board, Mid-Atlantic Committee on the Ocean calls and meetings, and stakeholder meetings and conferences;
- Assist in scoping new projects as appropriate;
- Perform related work as required.

### **Knowledge, Skills, and Abilities**

- Experienced in organizational communication, social media management, and other communications tools
- Excellent written and verbal communication skills;
- Skilled in office procedures, protocols, and standard computer software programs for word processing, spreadsheets, and databases;
- Experienced in meeting and conference planning;
- Basic understanding of current and emerging issues in ocean science and policy;
- Ability to work with confidential information;
- Strong personal initiative, problem-solving skills, creativity, and ability to work independently and as a member of a team; and
- Collaborative, flexible, and self-directed work style.

Preferred skills:

- Some demonstrated knowledge of graphics platform(s), for example (but not limited to these): Canva, Adobe suite
- Some demonstrated understanding of WordPress, Constant Contact, and MailChimp
- Familiarity with Community-Based Social Marketing is a plus

### **Application**

To apply, please send your resume, a writing sample, three references, and a cover letter summarizing your experience and why you are interested in this position via email to [admin@midatlanticocean.org](mailto:admin@midatlanticocean.org)

Applications are due by Friday, December 23, 2022

**Compensation Salary range:**

\$70,000 - \$85,000 per year for this full-time, independent contractor position, commensurate with experience. Paid vacation and sick time are provided. As this is an independent contractor position, there are no medical or retirement benefits provided.

**Location:**

- This is a fully remote position, with preference given to those in the Mid-Atlantic region.

**Working conditions:**

- The position is via contract with the Coastal States Stewardship Foundation (CSSF), MARCO's fiscal agent. Therefore, the Ocean Science Program Manager will be a self-employed contractor and is responsible for all taxes.
- The incumbent must provide their own supplies and equipment including internet, laptop, and phone; reimbursement will be available for project- or meeting-specific supply costs.
- Some travel will be required. The incumbent must provide their own transportation - reimbursement will be provided for mileage, airfare, and other meeting-specific costs.